



**RESOLUTION
2023-022**

**A Resolution to Revoke and Replace Resolution 2021-014 and Define the Reporting of the
Police Chief**

WHEREAS, the Town Council desires to amend Resolution 2012-014 and clarify reporting procedures for the Chief of Police.

WHEREAS, Resolution 2021-014 was passed saying “Mr. Longo will report to the Town Manager for administrative purposes and shall also be accountable to Town Council in accordance with the Town Charter.”

WHEREAS, Resolution 2022-004 was passed approving the police policies, which includes, “For financial and budgetary duties, the Chief of Police shall report to the Town Manager or designee.”

WHEREAS, these two resolutions contain conflicting and ambiguous language, which creates uncertainty regarding the intent of the Council.

WHEREAS, the intent of Council is that the Chief of Police be responsible for the management of all law enforcement personnel on a daily basis, and for the integrity of police case management.

NOW, THEREFORE BE IT RESOLVED THAT:

1. Per the Town Charter, the Chief of Police shall report directly to the Town Council unless, upon majority vote, the Town Council shall assign him or her to report to the Town Manager. The Town Council will be responsible for the annual review of the Chief of Police.
2. As of the effective date of this Resolution, the Chief of Police shall report to Town Council, except for as outlined herein, unless or until a Resolution is passed by the Council directing otherwise.
3. The Chief of Police shall, however, coordinate with the Town Manager regarding budgetary guidance and financial reporting. When the budget for the Police Department is approved, the Chief of Police shall have the same spending authority as the Town Manager (for police purposes only) and shall follow the purchasing policies of the Town.
4. The Chief of Police shall communicate to the Town Manager monthly, via email, phone, or in person regarding the entire Police Department’s schedule for the upcoming month. A normal police schedule shall be from 0730/0800 to 1500/1600 and/or 1000/1100 to-1800/1900, Monday through Friday. This monthly reporting is subject to change due to law enforcement meetings, case investigations, or emergency circumstances.
5. The Chief of Police shall manage any additional policing requests from Council or the Town Manager for additional duty shifts. The Chief of Police shall manage the relationships and coverages with the Delaware State Police and any emergency service personnel.
6. The Chief of Police will report to the Mayor when situations pose an immediate risk to public safety. To the extent operations allow, the Town Manager will be notified via an after-action

briefing, while adhering to protecting the integrity of any case. For major disasters the Chief of Police shall dually advise the Mayor and Town Manager when this can be done safely.

7. The Town Manager or Financial Officer shall report any concerns regarding the Police budget to Town Council only after trying to first resolve them with the Chief of Police. The Town Manager shall act as a “check-and-balance” for financial matters to the Police Department and shall bring unresolved concerns directly to the Council or Finance Committee (should one exist).
8. The Chief of Police is responsible for the management of all law enforcement personnel on a daily basis, to include disciplinary actions, and for the integrity of police case management. The Chief of Police shall handle all interviewing, hiring, and provide all onboarding materials for new and existing law enforcement employees. The Town Manager may be included in the interviewing process and provide written feedback to the Chief of Police on candidates.
9. The Chief of Police shall report to the Town Council regarding recruitment, calls for service, and provide any further information upon request by Council as permitted by law.

NOW, THEREFORE, BE IT RESOLVED that THE COUNCIL OF THE TOWN OF TOWNSEND DELAWARE ON April 5, 2023, hereby amends Resolution 2021-014 to clarify the reporting guidance between the Chief of Police and Town Manager.

IN WITNESS WHEREOF, I hereunto set my hand and caused the Seal of the Town of Townsend to be affixed this 5th day of April 2023.

Passed and Approved This ____ day of _____ 2023.

TOWN OF TOWNSEND

Scott Lobdell, Mayor

ATTEST:

Mariaelena Rivera

Vote of Council	Yea	Na	Abs
Mayor Lobdell	-	-	-
CM E. Dugan			
CM J. Mertz			
CW E. Clarke			
CW S. Rojas			